



Department of the Interior



Wyoming Bureau of Land Management

2004 State Aviation Plan

Committed to Aviation Safety through Awareness, Communications and Training

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- I. Aviation Training and Qualification Matrix
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1.0 Bureau of Land Management State Aviation Plan

1.1 PURPOSE

This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for Wyoming BLM. The purpose is to clarify and standardize aviation management procedures and operations for BLM employees in all Wyoming Field Offices and the Wyoming State Office (WSO).

1.2 MISSION STATEMENT

The Wyoming BLM Aviation Management provides leadership and direction in all Wyoming BLM programs utilizing aircraft resources. It ensures the safe and efficient use of aviation resources and services to accomplish land management objectives. The Aviation Management Staff will provide guidance to the field regarding safety, aviation policy, fiscal responsibility, and operational procedures. The Wyoming BLM Aviation Program is fully committed in promoting aviation safety through awareness, communications, and training with the goal of developing a proactive culture that maintains an accident-free environment.

1.3 AUTHORITY

BLM Manual 9400, paragraph 33 as a supplement to the 9400 Manual, authorizes this plan conforming to all Bureau and Departmental aviation policy.

1.4 RESPONSIBILITY

- A. DOI-Aviation Management (AM). DOI-AM is a sub-unit organization within the DOI National Business Center, which was formerly called the Office of Aircraft Services. DOI-AM (sometimes referred to as "AM") is responsible for all Department of Interior aviation policy and performs aircraft contracting and technical inspections, manages the Interagency Aviation Training (IAT) program, and handles aircraft procurement and payment administration. AM provides contracting officers, technical specialists, training specialists and financial reports and services to DOI agencies.
- B. BLM National Aviation Office (NAO). The Aviation Program Manager is responsible for BLM aviation policy and leadership of the BLM Aviation Program. The NAO staff consists of a Fixed Wing Program Manager, SEAT specialist, a Helicopter Operations Specialist and Program Manager, a Flight Standards and Airspace Manager, and a Chief of Aviation Safety and Training.
- C. State Director. The State Director is ultimately responsible for all BLM aviation activities within Wyoming. This responsibility is assigned through the Deputy State Director, Division of Support Services and State Fire Management Officer (FMO) to the State Aviation Manager.
- D. State Aviation Manager (SAM). The SAM serves as the focal point for BLM aviation management matters in Wyoming. The SAM provides staff support and expertise to the State Director on all aviation issues; provides expertise

and oversight to all Field Office aviation operations, personnel and facilities; develops and implements the statewide Aviation Management Plan and aircraft safety and accident prevention measures; serves as the Contracting Officers Representative (COR) on all BLM aircraft contracts in the state; serves as Airspace Coordinator for Wyoming BLM aviation operations; provides aviation training support to the WSO, Field Offices and other cooperative agencies; compiles the Aviation Statistical Summary and other annual statewide year-end reports; and provides reports and support for the National Aviation Office projects and initiatives.

E. Field Office Manager. Each Field Office Manager has responsibility delegated from the State Director for aviation management and operations within their jurisdiction. The responsibility is generally assigned to the Zone Fire Management Officer. The FMO may delegate these duties to a Unit/Zone Aviation Manager.

F. Unit/Zone Aviation Manager (UAM/ZAM). (Note: The term Unit/Zone Aviation Manager is used throughout this document in order to conform to the current language in the 2004 BLM National Aviation Plan, Sec. 2.9.3, and to recognize that UAMs in the Wyoming BLM often have oversight over a "Zone" consisting of multiple Field Offices. The role and responsibility of a UAM or ZAM is synonymous with that of a "local" aviation manager or a "Field Office Aviation Manager" elsewhere in the BLM, for all practical purposes.) The Unit Aviation Manager serves as the focal point for the Zone Aviation Program by providing technical and management direction of aviation resources to support the Zone programs. The UAM/ZAM ensures all aviation operations within their jurisdiction comply with DOI, Bureau and State aviation policies and regulations and assists each Field Office in meeting their program aviation needs. The UAM is responsible for the development of assigned personnel to meet local aviation position requirements through training and experience. The UAM is responsible for the development and updating of the Zone Aviation Plan and any supplemental plans. The UAM ensures the proper procurement of all rental aircraft in support of all local and administrative, fire and resource flights and may be responsible for processing flight invoices. (Note: Ordering/procuring tactical fire aircraft is normally delegated to qualified Aircraft Dispatchers in accordance with local and Geographic Area Mobilization Guides and procedures.)

G. Aircraft Dispatchers. Local Dispatchers trained in aviation operations, policies and procedures and perform a wide range of aircraft dispatching duties. They are responsible for processing all flight requests for tactical and non-tactical fire aircraft according to the procedures defined in established mobilization guides. Upon request, they may occasionally assist the Zone, ensuring that DOI and BLM requirements are met. In addition to dispatching aircraft, they are also responsible for deconflicting military airspace and training routes (MTRs), performing radio flight following, and initiating emergency/SAR procedures when necessary. Dispatch maintains resource order and flight following documentation files, and may be asked to assist the UAM/ZAM with maintaining records on aviation vendors, training and qualifications records, flight use statistics, etc. The Center Mgr. may be responsible for processing flight invoices, as delegated by the UAM/ZAM.

I. Pilot. The pilot is in command of the aircraft at all times and is responsible for the safety of her/himself and all passengers. The pilot provides safety briefings to passengers and files flight plans with FAA or agency; completes load calculations or weight and balance computations prior to flight; must abide by FAA, DOI, and Bureau requirements specified in the contract or Aircraft Rental Agreement; completes flight invoices for services rendered. The pilot may terminate a flight at any time for safety reasons.

J. Aircraft Managers. Aircraft Managers include Helicopter, Single Engine Air Tanker (SEAT) and Air Tactical Group Supervisors. Managers are responsible for planning, coordinating and supervising daily aircraft operations according to DOI/BLM policy; serve as Project Inspector or Field Project Inspector to administer exclusive use, CWN or ARA aviation contracts in the field; directs pilot and crews; conducts risk and hazard analysis; approves flight invoices, daily diaries and other documentation; maintains pilot flight/duty records; briefs aircrews, project leaders, passengers and the public.

K. Flight Manager. The Flight Manager (formerly called "Aircraft Chief-of-Party") is a government employee designated for a given flight or project to provide aviation management. He/she must have received approved Flight Manager training and the five required IAT modules, equivalent to B-3 Basic Airplane and Helicopter Safety (per OPM 04-04 and the BLM National Aviation Plan), within the last 3 years. Duties include but are not limited to; inspects pilot certification card and aircraft data card for currency and qualifications; briefs pilot and passengers on mission; ensures pilot gives safety briefing and flight is conducted within DOI/BLM policy; initials flight invoices and routes according to local office procedures. Government Pilots may serve as Flight Managers.

L. Aircrew Members. Aircrew members perform an active mission function during the flight and as such are not considered to be passengers. Aircrew members include, but are not limited to, designated observers, spotters, Air Tactical Group Supervisors, smokejumpers, helitack crew, loadmasters, etc. The minimum training requirements (five IAT modules equivalent to B-3) for Aircrew Members are outlined in OPM 04-04 and in the BLM National Aviation Plan, Chapter 4.

M. Passengers. Travel on BLM owned or procured/contracted aircraft is restricted to official travel. All passengers will be approved on the flight plan. Passengers as defined in OPM 04-04, are those who are transported on Point-to-Point flights, and do not perform an active role during special use mission flights. There are no specific training requirements for passengers other than receiving a pre-flight briefing from the pilot in command.

1. Official Passengers. The following are official passengers as defined by 350 DM 1.7A:

- a.) Officers and employees of the Federal Government traveling on official business.
- b.) Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs.

c.) Non-Federal passengers when engaged in activities which enhance accomplishment of a DOI program such as personnel of cooperating state, county or local agencies; representatives of foreign governments; contractors' representatives to include those employed by such agencies; and private citizens.

2. Unauthorized Passengers. All personnel who are not official passengers shall be considered an unauthorized passenger. Unauthorized passengers will not be transported in any BLM aircraft. For further definitions, see 350 DM 1.7B. An official passenger could become an unauthorized passenger by performing a function he/she is not authorized for.

N. Volunteers. Volunteers, when traveling on official business, are official passengers within terms of 350 DM 1.7A. They must have the applicable aviation safety training. Volunteers are not permitted to operate or serve as an aircrew member on any DOI aircraft; be on board a BLM aircraft during any special use mission (i.e. we cannot fly a volunteer on any helicopter flight in the BLM); be reimbursed for the operation of personal aircraft while on official business; and they will not transport any BLM employee, on official business, in a personal aircraft.

1.5 REFERENCES

- A. Title 14 CFR (Federal Aviation Regulations)
- B. Departmental Manual, DM Parts 112, 350-354; all DOI-AM Handbooks
- C. AM Operational Procedures Memoranda (OPMs)
- D. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9400
- E. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126
- F. GSA Federal Property Management Regulation (FPMR) 101-37
- G. Interagency Aviation Operational Guides (IHOG, IAG, AIG, ILOG, etc.)
- H. BLM Volunteer Manual

2.0 **GENERAL POLICY**

- A. The highest priority in any aviation activity will be the personal safety of the public, employees, interagency cooperators and flight crews. Our philosophy is risk reduction, pro-active mitigating controls and accident prevention.
- B. Wyoming personnel performing aviation functions shall meet all qualification requirements of the DM and recognized BLM standards. Aviation personnel will be service-oriented, exhibiting professionalism and integrity.
- C. Individual development, employee wellness and workforce diversity will be emphasized at all levels of the Wyoming Aviation Program.
- D. The aviation organization will be structured in order to maintain the most efficient level, commensurate with Wyoming BLM aviation use.
- E. State and Field Offices must not implement policy or procedures *less* restrictive than national policy, or different or conflicting from the 9400 manual. The National Aviation Office (NAO) must be notified when aviation policy is *more* restrictive than the national policy. (BLM Natl. Aviation Plan, Sec. 1.3)

3.0 AIRCRAFT REQUESTS AND PROCUREMENT

All acquisition and use of DOI-AM and cooperator procured aircraft will be accomplished by designated and qualified Aviation Managers (Zone or State level) and/or by qualified Aircraft Dispatchers. This includes exclusive use contracts, call-when-needed contracts, On-Call (WH&B) contracts, Aircraft Rental Agreements, and use of approved cooperator aircraft.

3.1 General Aviation

Flights on scheduled commercial airlines are initiated with GTRs (Travel Authorizations) through appropriate Administrative Assistants.

3.2 Exclusive Use Aviation Contracts

Aircraft services identified in the AWP to be accomplished within a specified timeframe and in excess of \$25,000 require a formal aviation contract.

Requests for contract services and submission of OAS-13 and OAS-13A or OAS-13H are made to the State Aviation Manager (SAM). DOI-AM will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). The SAM will serve as the Contracting Officer's Representative (COR) and delegate field administration of the contract to one or more Project Inspectors (PI).

3.3 Aircraft Rental Agreements

These agreements are utilized administrative flights, aviation projects, etc., when the dates and amount of use and funding are uncertain to the Bureau. Aircraft are ordered for specific projects as they arise and when funding exists. There is no exclusive use period and use is subject to vendor availability. Requests for ARA aircraft are made to the UAM/ZAM, or a qualified Aircraft Dispatcher, only after airline services, contract aircraft and ground transportation have been determined to be unavailable or unfeasible. The cost of any aviation services procured under the ARA may not exceed \$25,000 except during unusual emergencies, and only by special approval by a DOI-AM Area Office, Flight Coordination Specialist. All DOI use of Forest Service Procured Flight Services will be in accordance with DOI-AM, OPM 04-39.

3.4 Cooperator Aircraft

Use of state/local government, military or other federal agency aircraft and pilots by BLM employees requires prior approval by DOI-AM. Proposed flights on these aircraft must be requested as described below in Sec. 3.7 & 4.6.

* ***Consultation with the State and Local Aviation Managers is mandatory.***

3.5 DOI-AM National On-Call Contracts

Mission-specific "On-Call" solicitations are written, awarded, and utilized by DOI-AM for specific Bureau resource management missions, upon request of the BLM National Aviation Office. One such contract currently in use is the National On-Call Wild Horse and Burro contract which is utilized in lieu of the Aircraft Rental Agreement for specialized WH&B census and capture missions. Aircraft may not be procured under these types of contracts for missions other than those for which that contract is specifically designed. Procurement and use of aircraft under this contract must currently be processed through the Wyoming State Office in addition to being coordinated through the UAM/ZAM.

3.6 End-Product & Service Contracts

These contracts specify a product or service to be accomplished (miles of fence constructed, acres treated, horses captured, etc.) and the contractor is compensated for units accomplished. These contracts are written by BLM Contracting Officers at the Field Office, State Office or National Business Center (Denver). Although these are not Aviation agreements, aircraft may be utilized to fulfill the contract. When aircraft are utilized for projects under an End-Product contract, DOI and Bureau Aviation policies and “operational control” measures (such as requiring a flight plan, flight following, PPE, etc.) do NOT apply. For additional clarification of whether a specific aviation activity is meets the criteria for being End-Product vs. requiring full operational control, refer to OPM 04-35.

- * ***The Zone Aviation Manager and/or State Aviation Manager should be consulted whenever an aviation End-Product contract is being contemplated or written. End-Product flight activities must be monitored to ensure that Bureau employees are imposing “zero operational control” per OPM 04-35. There is absolutely no flexibility in this area due to the extreme national significance and liability associated with the concept of imposing operational control.***

3.7 Flight Requests

All requests for flight services (other than scheduled commercial/airline) require the completion and submission of the Aircraft Flight Request/Schedule, 9400-1a. The requestor will provide general information concerning purpose of flight, type of aircraft needed, passenger names, dates and times of flight, cost code, etc., on the standard Wyoming flight request form. Except for emergency flights and some law enforcement flights, the aviation staff will select appropriate make and model for the mission from the AM Source List or other agency-approved aircraft, complete a cost comparison and complete the 9400-1a.

- * ***Each request requires approval/signature by one level above the requestor and will normally be submitted at least 3 days prior to flight to local BLM Aviation Manager or Dispatch. The UAM/ZAM may allow requests to be submitted with shorter notice than 3 days under rare and unforeseen extenuating circumstances.***

A. Administrative Flights. Point-to-Point / Charter flights. All non-emergency general use flights require a cost analysis be performed to determine the most cost-effective aircraft, vendor and itinerary are utilized. In addition, if employees above GS-15, members of their families or non-federal travelers are passengers on a point-to-point flight, the DOI Solicitors Office requires prior approval. This requirement is outlined in OMB Circular A-126 and is satisfied by completion of the Travel Cost Analysis, OAS-110.

B. Special Use Flights. Special Use Flights, because of their inherent higher risk (see 351 DM 1.7 and the BLM National Aviation Plan) require the development of a Special Use/Project Aviation Safety Plan and prior Field Office Manager or State Director approval

- * *Emergency and special operations law enforcement flights are the only exception to prior approval. A Field Manager or the State Director must be prepared to justify, approve, and assume responsibility for any emergency Special Use Flights, other than fire suppression, that proceed without a normal, documented Special Use Safety Plan, or when there are any other deviations from established Bureau or DOI policies and procedures associated with that flight.*

4.0 **AVIATION OPERATIONS**

All aviation operations will be conducted in accordance with DM 350-354, AM Handbooks, BLM 9400 Manual and agency approved Operational Guides. Required elements of a Project Aviation Safety Plan can be found in the National Aviation Plan.

* **Prior to any flight operations, a hazard analysis will be conducted.**

4.1 **General Use Flights**

Point-to-Point flights (from one designated airport to another designated airport with no mission type work enroute) requirements:

- A. Approved 9400-1a Aircraft Flight Request/Flight Schedule.
- B. Only DOI-AM carded/approved aircraft and pilots may be utilized.
- C. Passengers will be manifested and briefed on safety procedures
- D. FAA VFR/IFR or Agency flight plan, flight following/ resource tracking
- E. Qualified Flight Manager assigned
- F. Only mission essential passengers allowed on board.

4.2 **Mission Flights**

Mission flights are defined as all flights where the purpose is to accomplish a task other than simple point-to-point travel.

Note: Although "High Level Reconnaissance" is considered a "mission" flight (it is not simply point-to-point, and aerial observation is performed), it is the ONLY type of "mission" flight that is NOT considered "Special Use," as defined by OPM 04-29. Therefore all of the requirements listed below EXCEPT item C (a Special-Use Aviation Safety/Project Plan) apply to High Reconnaissance. When planning any reconnaissance mission, the UAM/ZAM should be consulted to determine whether the flight profile is "High Reconnaissance" vs. "Precision Reconnaissance" as defined in OPM 04-29. The differentiation lies in the intent of the flight and how the aircraft will be maneuvered to accomplish the mission. The vast majority of all reconnaissance missions are indeed "Precision Reconnaissance" or "Resource Reconnaissance," and are considered Special Use.

- A. Approved Aircraft Flight Request and flight plan.
- B. AM carded and/or approved aircraft and pilots
- C. Approved Aviation Safety / Project plan developed and signed by
 - 1. Project/Flight Manager
 - 2. Unit/Zone Aviation Manager
 - 3. Field Office Manager

(Note: See Sec. 4.3 below for a note on Special Use Safety/Project Plans.)

- D. Passengers will be manifested and briefed on safety procedures
- E. FAA-VFR and/or Agency flight plan/flight following.
- F. Qualified Flight Manager assigned.
(Note: Since the BLM has adopted the IHOG policy, the IHOG Chapter 2 position requirements apply for all helicopter missions.)
- H. Only mission essential passengers are allowed on board.

4.3 Special Use Flights

*

ALL Wyoming helicopter operations and all fixed wing mission flights except "high reconnaissance," will be considered Special Use. Based on the high risk associated with fixed wing aircraft operations below 500' AGL, Wyoming BLM employees will utilize helicopters (rotor wing aircraft) for these types of missions. This does not include the use of lead planes, ASM platforms, or contract fixed wing aircraft involved in dropping retardant or other aerial applications. All Special Use flights are inherently higher risk and require the following procedures in addition to those listed above:

- A. Aircraft and pilots must be approved for specific Special Use missions.
- B. On all helicopter flights, the pilot and each aircrew member are required to wear the following Personal Protective Equipment (PPE): nomex or equivalent clothing, leather boots, nomex /leather gloves, and aviator's protective helmet (SPH-4/5 or equivalent). There are a few exceptions to PPE requirements which are identified in DM 351-1.7E and in the DOI AM Aviation Life Support Equipment (ALSE) Handbook.
- C. Personnel/passengers operationally involved in Special Use missions must be trained and qualified to perform the intended activities.
- D. Agency flight following with 15-minute radio check-in intervals giving current location by coordinates or landmark, heading, intentions.
- E. A Project Aviation Safety Plan will be developed to identify hazards and mitigate risk. The Zone Aviation Manager and Field Manager will sign and approve each plan.
- F. Very complex, high-risk Project Aviation Safety Plans require the added approval of the State Aviation Manager, the State Director, and/or higher level approval. (For example, WH&B census missions and most wildland fire tactical missions are approved at the national level via comprehensive, published operating plans.)

Note: *The primary purpose of a Special Use Aviation Safety/Project Plan is to ensure that an appropriate risk assessment is performed to enhance the safety of the flight, to ensure that the mission is thoroughly described and justified, and to ensure that managers and supervisors understand their accountability for the safety of Bureau employees involved in Special Use flights. The Plan further serves as a thorough briefing document for managers, supervisors, dispatchers, pilots, and Aircrew members.*

The most recent version of BLM Aviation Policy, 9400.42 (April, 1999) currently offers the following allowance: "The reverse side of 9400-1a may be used for one-time, non-complex flights." However, the 2004 BLM National Aviation Plan, which "supports, but does not replace" the 9400 policy, does not offer this allowance in Section 4.2. Since the term "complex" as used in 9400.42 cannot be precisely defined and quantified, the current agency standard and the position of other BLM State Aviation Plans is to require the UAM/ZAM to develop a written Special Use Aviation Safety/Project Plan for any and ALL Special Use flights, and forward the plan to the appropriate BLM Field Manager for approval. The BLM National Aviation Office has been notified that the Wyoming State BLM has adopted a policy or requirement that is "more restrictive" than the language in the current (1999) BLM 9400 Aviation Policy (Sec. 9400.42). This notification has been made in accordance with Section 2.0 E above, and to comply with the National Aviation Plan, Sec. 1.3

For a recurring Special Use mission that will be flown repeatedly throughout the year (i.e. a wildlife survey flown once each month with an identical route and flight profile) one single Special Use Plan may be written and approved for that mission for the entire field season. A 9400-1a Flight Request will then be submitted for each individual occurrence of that Special Use flight. The Safety/Project Plan should be reviewed before each flight and modified/resubmitted for approval, if necessary, whenever there is a significant change in the plan, such as a new flight route or area, new or additional personnel involved in the flight, or additions or changes to the specific nature of the flight profile or work being performed by Bureau employees on that flight.

Each Special Use Aviation Safety/Project plan will include the following elements:

1. A thorough description of the flight or project, including aircraft make and model, and a documented justification about why the mission cannot be accomplished on the ground. The Zone Aviation Manager will assist with the selection of an aircraft with the appropriate capability to perform the desired mission, and verify that the pilot and aircraft are both currently carded for the type of mission to be flown.
2. A description of the flight area including the type of terrain, expected temperatures, and the minimum and maximum elevations of flight to ensure proper performance planning in conjunction with #1 above.
3. All Special Use Aircrew Members, their flight weights, and the weight of any cargo will be listed on the plan and pre-approved. The Zone Aviation Manager will verify that each crewmember has received the appropriate required training and/or refresher training within the timeframe specified in OPM 04-04. Non-essential/unauthorized passengers are not allowed. Any hazardous materials which may be carried on the mission must be identified both in the plan and shown to the pilot during the preflight briefing. (Requirements in Sec. 4.8 below will be strictly adhered to.)
4. The procedures and frequencies to be utilized for flight following must be identified, along with any personnel who may be utilized for local on-scene flight following. (See Sec. 4.4.E below for details.)
5. Identification and analysis of both aerial and ground hazards associated with the flight, including a hazard map of the flight route/area, which will be reviewed by the pilot and Flight Manager prior to the flight, and provided to the Aircraft Dispatcher. The hazard analysis must include the measures that are planned to mitigate the identified hazards. (A standard 5 or 6-step risk assessment worksheet or BLM Job Hazard Analysis worksheet may be utilized and included to document this process.) Mitigation measures that involve the deconfliction of Military Special Use Airspace (MOAs and Restricted Areas) and military training routes (MTRs) will require a qualified Aircraft Dispatcher (or the ZAM) to coordinate the flight with the appropriate military schedulers.
6. Any Personal Protective Equipment or other special items required for the flight must be identified and reviewed/inspected during the pre-flight briefing.
7. A contingency plan of action to follow in the event of an accident or incident must be pre-identified. In most instances, this will involve the Aircraft Dispatcher implementing and following the procedures outlined in the Zone "Interagency Aviation Mishap Response Plan."
8. Approval signatures by the UAM/ZAM and Field Manager.

4.4 Flight Following

According to policy, "Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an en-route or receiving office." In practice, Flight following is ultimately a shared responsibility between the pilot, the Flight Manager on board the aircraft (or project helibase/helispot manager or designated ABRO) and the Aircraft Dispatcher. Flight following procedures, check-ins and actions will be documented on 9400-1a blocks 4 & 5, Resource Orders, Radio Logs or other records. The Pilot-In-Command (PIC) is responsible for executing all FAA flight plans, flying the aircraft and passenger safety. Deviations from flight plans are allowed only for weather or safety related reasons; the FAA or agency will be informed at the time of deviation. All BLM flights in Wyoming will be flight followed utilizing one or more of the methods listed below.

A. An Instrument Flight Rules (IFR) flight plan filed with FAA, executed with radar and/or radio transmissions with an FAA facility (point to point).

B. A Visual Flight Rules (VFR) flight plan filed with FAA, executed with radio and/or telephone check-ins to an FAA facility (point to point).

C. A written agency flight plan utilizing radio check-ins with Dispatch offices at 15-minute intervals. Each check-in will state current position, heading and intentions. When flying into known radio "dead spots," Dispatch will be informed of location and given an estimated time the aircraft will be out of contact. Actions to be taken to mitigate the risk of working in known radio "dead spots" should be addressed in the Project Aviation Safety Plan. The aircraft will resume radio contact with Dispatch as soon as possible.

D. Satellite/electronic tracking systems that meet agency approval.

E. Local/on-scene flight following by incident or project personnel may be implemented and utilized only when and if all of the following requirements are met and in place:

1. Personnel involved in local flight following must be properly trained and qualified. As a minimum they must have completed the B-3 Basic Aviation Safety training (or the equivalent IAT A-modules as a refresher) within the past 3 years. On wildland fire incidents, local flight following may be performed by qualified red-carded personnel, preferably RADO or ABRO carded individuals. Aircraft vendor or Contractor employees may not be tasked with local flight following for liability reasons.

2. Local flight following MUST be conducted at a location where there is positive communication that is tested and established with an agency or interagency dispatch center, either by radio or telephone, so that an appropriate emergency response may be activated in the event of a mishap. If an individual tasked with local flight following cannot establish or maintain a positive communication link with Dispatch, the mission must be immediately aborted, or an alternative implemented (such as a

human repeater) before the mission proceeds. If flight following with dispatch is utilized during a ferry flight between an aircraft base of operations and a project site (where local flight following will occur), a positive hand-off must occur between dispatch and the project (or incident) each time local, on-scene flight following commences or is terminated.

3. When planning non-emergency resource missions, the use of local qualified personnel for on-scene flight following must be written and approved in the Special Use Aviation Safety/Project Plan. In wildland fire operations, the use of local flight following by on-scene personnel is a standard procedure that is approved in national and local fire operations plans and guidelines.

* ***Any flight will be terminated at the earliest opportunity that does not have positive radio contact (Special Use or mission flights) unless those circumstances have been addressed (known radio “dead spots”) and mitigated/ approved in the Project Aviation Safety Plan.***

4.5 Law Enforcement Operations.

BLM Law Enforcement personnel often cooperate with other law enforcement agencies in certain aviation missions using State, local, military, and other gov. aircraft. Use of Cooperator Aircraft for law enforcement missions is authorized in specific Memorandum of Understanding (MOUs) and/or Letters of Approval (LOA) between the cooperator agency and DOI-AM.

4.6 Air Tactical Supervision.

BLM air tactical supervision includes missions performed by an Air Tactical Group Supervisor and missions performed by an Aerial Supervision Module (see Aerial Supervision Module Operations Guide for definitions). Air Tactical Supervision operations in Wyoming will be guided by the Interagency Standards for Fire and Fire Aviation Operations, Chapter 17 (Red Book) and by the Interagency Air Tactical Group Supervisor's Guide, which is BLM policy.

4.7 Operational Procedures.

All aircraft operations will be carried out in accordance with Department, Bureau and FAA regulations. All employees involved in aircraft operations will be trained and fully qualified in their assigned position, as defined in OPM 04-04 and the BLM National Aviation Plan, Chapter 4. The following handbooks and guides offer preferred technical and operational procedures that should be reviewed and utilized prior to a specific aviation operation or project.

A. DOI-AM Handbooks

- Aviation Life Support Equipment (ALSE), 351 DM 1
- Aviation Mishap Notification/Investigation/Reporting, 352 DM 6
- Aviation Fuel Handling, 351 DM 1
- Aviation Transport of Hazardous Materials, 351 DM 1
- Heliport Installation, 351 DM 1
- Airfreight/Para-cargo, 351 DM 1

Animal Gathering and Capturing, 351 DM 1
Animal Eradication and Tagging, 351 DM 1

B. BLM Operational Guides

Wild Horse and Burro Aviation Operations Guide

C. Interagency Operational Guides

Standards for Fire and Fire Aviation Operations 2004

Airtanker Base Operations Guide

Aerial Ignition Guide

Helicopter Rappel Guide

Interagency Helicopter Operations Guide (IHOG)

Air Tactical Group Supervisor's Guide

Lead plane Operations Guide

Interagency Single Engine Airtanker Operations Guide (ISOG)

Airspace Coordination Guide

Military Use Handbook (Chapter 70)

Interagency Transport of Hazardous Materials

4.8 Exemptions/Waivers.

Any exemptions or waivers from FAA, DOI, DOT or BLM aviation policy must be justified, requested and approved through the BLM National Aviation Office

A. Transport of Hazardous Materials. DOI has been granted exemption by Department of Transportation for the transport of certain hazardous materials aboard aircraft. Refer to the May, 2004 edition of the *Interagency Aviation Transport of Hazardous Materials Handbook* and the current DOT 9198 HazMat exemption for details. This handbook and the DOT letter of exemption must be carried onboard all DOI or USFS contracted or procured aircraft that are engaged in the transport of hazardous materials.

5.0 AVIATION SAFETY AND ACCIDENT PREVENTION

5.1 Pilot

A. Qualifications. Only well trained, experienced and FAA certified pilots will be utilized in BLM Aviation activities. All pilots flying DOI-owned, leased, contracted, rented (ARA) or Cooperator aircraft will meet requirements set forth in 351 DM 3. Prior to flight a current AM or Interagency Pilot Qualification Card (Exhibit, page 19) or AM Letter of Approval (LOA) shall be displayed indicating that the pilot is certified to fly the particular aircraft and is qualified to perform the specific mission at hand.

* ***If a pilot's card is not current or signed off for the specified mission, the flight will not be authorized until the local Aviation Manager is notified and the situation remedied.***

B. Flight and Duty Limitations. Pilot flight time and duty time limitations are outlined in DM 351 1.9B. Daily and cumulative flight and duty hours will be monitored, tracked and documented on all DOI fleet, contract and rental pilots. Aircraft Managers, Pilots and/or Dispatchers will maintain flight and duty logs. SAFECOM reports will be completed and forwarded on all flight and duty infractions. During periods of prolonged heavy aircraft use (intense fire activity) flight and duty time may be further limited at management discretion.

C. Comfort/Rest. Every effort will be made to ensure that pilots on extended standby or prolonged, extensive flying periods are provided comfortable areas to rest/take breaks/work. This includes adequate shade/air conditioning/heat, toilet facilities, food and water and an atmosphere free of undue noise, activity and stress.

D. Sterile Cockpit. "Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation". This means communications with Dispatch, ground personnel and other aircraft concerning *mission* information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings. Sterile cockpit procedures should also be followed when air tankers are on final approach, helicopters coming out of or going into dip-sites and when aircraft are inserting rappellers or smokejumpers.

* ***A sterile cockpit will be maintained within a minimum 5-mile radius of any controlled and uncontrolled airport, to include the designated airspace around any uncontrolled Helibase, Helispot, SEAT base and remote airstrips. Aircraft should notify Dispatch when they are within the 5 mile limit and are moving to a sterile cockpit operation mode.***

E. Transponder Code. All aircraft engaged in tactical fire suppression operations will utilize transponder code 1255 unless otherwise directed by an Air Traffic Controller (ATC). This code is not to be used when repositioning or during cross-country flights.

F. Airspace Coordination. All Wyoming BLM Aviation Operations will comply with the regulations and guidelines as stated in the Interagency Airspace Coordination Guide.

5.2 Mission Planning

All flights will require a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure to unnecessary risks and prevent accidents/incidents. The following are required:

A. All Flights.

- Only essential flights and passengers approved
- Approved pilots and aircraft
- Flight Plans/Flight Following
- Pre-flight Inspection/Weight & Balance/Load Calc completed
- Mission briefing to pilot and passengers
- Passengers manifested/briefed on aircraft safety
- Safety equipment available and utilized
- Hazard analysis/mitigation performed

B. Special Use Flights. (In addition to above)

- Project Aviation Safety Plan Prepared
- PPE used by pilot and passengers for all helicopter flights
and otherwise as needed for fixed wing missions (i.e. tactical fire)
- Hazard map developed, reviewed, and updated as needed
- Airspace de-confliction performed, as needed

5.3 Environmental Factors

A. Daylight. All DOI aircraft (except aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 minutes prior to official sunrise until 30 minutes after official sunset.

B. Wind. Helicopter operations will cease whenever wind exceeds limitations in the aircraft Operators Flight Manual or the IHOG (which ever is the lowest). If no limitations are prescribed in the Flight Manual, the following limitations apply:

Low-Level (below 500' AGL):

- Type III - 30 knots or max gust spread of 15 knots
- Type I & II - 40 knots or max gust spread of 15 knots

High-Level (above 500' AGL):

- All types - 50 knot winds

Fixed wing operations will monitor and confer with pilot in command to ensure that winds do not exceed capabilities of the aircraft or pilot.

C. Weather/Visibility. The pilot must evaluate known and predicted weather conditions prior to flight, avoid thunderstorms and cancel, postpone or terminate flights when weather or visibility conditions warrant it.

5.4 Aviation Incident/Accident Response Plans

Field Offices will develop and maintain current Incident/Accident Response Plans (formatted similar to Interagency Aviation Mishap Response Plan - NFES1356) for their area of responsibility. In Wyoming, these Plans may be developed by the Zone Aviation Manager and/or Dispatch Center Manager for an entire Zone that consists of more than one Field Office. Plans will include clear procedures to follow before and after aircraft accidents occur, procedures for overdue and missing aircraft, and a comprehensive list of necessary local, state and national emergency contacts and agency aviation safety contacts.

5.5 Overdue/Missing Aircraft

Aggressive attempts to contact/track aircraft that are overdue for radio and telephone check-ins or arrivals will be made by Dispatch offices. An aircraft is considered "overdue" if has not been contacted or located within 30 minutes of the last radio transmission/position report. When the known fuel duration on board an overdue aircraft has been exceeded, and its status and location has not been determined, it is then considered "missing." Dispatch will initiate the appropriate search and rescue actions according to the Plan described in Sec. 5.4 above. Procedures are outlined in each Zone Incident/Accident Response Plan.

5.6 Mishap Reporting

All aviation mishaps, hazards, maintenance deficiency, incidents or accidents will be reported according to 352 DM 1 & 6 and the AM Aviation Mishap Notification/Investigation/Reporting Handbook.

A. Aircraft Accidents will be reported immediately to National Transportation and Safety Board (NTSB) and DOI-AM. Make required agency notifications outlined in the Zone Incident/Accident Response Plan. NTSB and DOI-AM will conduct joint investigation/follow-up.

B. Aircraft Incidents and Incidents with Potential. All mishaps/hazards other than those described above. Document incident on a "SAFECOM". Send copies to AM Safety and State Aviation Manager. Follow-up/investigation by Zone Aviation Manager is mandatory. Follow-up by State Aviation Manager may be requested.

5.7 Aviation Training and Qualifications

All personnel (BLM or cooperator) engaged in aviation activities, from passengers to upper management, will meet training, currency and experience requirements commensurate with their assigned aviation responsibilities. (See OPM 04-04, NWCG 310-1, BLM National Aviation Plan, and/or the applicable interagency aviation guide.)

A. Instruction. Aviation training will only be conducted by approved Interagency Aviation Trainers, DOI-AM Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. The 300 level and higher aviation courses will be requested through the State Office, DOI-AM or NIFC.

B. Documentation. All aviation training sessions presented at the local level will be documented on OAS-106 or similar form and retained in local files. Individual employee training, qualification and experience records will be updated annually, authorized by the Zone Aviation Manager, retained in local files and copies forwarded to the SAM.

5.8 Aviation Reviews

Each Field Office Aviation Program will be reviewed/inspected at least once every 2 years by the State Aviation Manager or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be analyzed for compliance with regulations and safety enhancement. Findings and recommendations will be reported to the Field Office Manager within 3 months of review.

6.0 AVIATION FACILITIES

6.1 Permanent Air Bases

Heliports, retardant bases, airport facilities, etc., with permanent installations that are used on a continuous or seasonal basis as a BLM aircraft base of operation. This includes aviation facilities on BLM land and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance and oversight.

A. Construction and Maintenance. The size and extent of aviation installations will be commensurate with expected aircraft use at any given site. Design criteria will provide for operational safety as well as adequate work/rest/comfort environment for pilots, aircrew members and other assigned personnel. Facilities will be constructed and maintained according to BLM Manual 9400 and 9111 and applicable FAA regulations.

* *Field Offices are responsible for purchase/lease, construction, maintenance and utilities relating to aviation facilities.*

B. Safety. Aviation facilities must comply with safety regulations outlined in Department/Bureau manuals, guides and handbooks as well as the Occupational Safety and Health Administration (OSHA). Buildings, equipment, utilities and landing surfaces will be inspected by Zone Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs will be made prior to the operational season. The State Aviation Manager will inspect all aviation facilities annually.

6.2 Temporary Bases

Helispots and remote airstrips used on a temporary or intermittent basis. If not on BLM land use needs to be pre-approved (such as a Facilities and Land Use Agreement if payments will be made). Each site should be cataloged as to location, description, local hazards, use procedures, agreements, contacts, etc. Inspections and maintenance will be completed as necessary to meet safety standards.

7.0 AVIATION ADMINISTRATION

7.1 Aviation References

Each Zone and the State Office will maintain a *current* aviation reference library. At a minimum each office should have:

Title 14, 49 CFR, Federal Aviation Regulations/
Aeronautical Information Manual
Departmental Manual, Parts 112, 350-354 DM
DOI-AM Operational Procedures Memoranda (OPMs)
BLM Manual Sections 9111, 9400
BLM National Aviation Plan
OMB Circulars A-76, A-123, A-126
GSA FPMR 101-37
DOI-AM, Bureau and Interagency Operational Guides
Unit/Zone Aviation Plans
State Aviation Plan
Aviation Training Materials
Aircraft Identification/Performance Publications
Aviation Technical Assistance Directory
CWN Helicopter/Airtanker/Retardant Contracts
(as needed for Fire Managers, UAM/ZAM, and Aircraft Dispatchers)
AP/1A and AP/1B with western area charts
DOI-AM Aircraft and Pilot Source List (internet bookmark)
Unit/Zone Aviation Incident/Accident Response Plans
Current NOAA Sectional Charts covering state of Wyoming
Unit/Zone/State Aerial Hazard Map
Zone Specific Aviation plans as appendices to the State Aviation Plan

7.2 Aviation Documentation

Aviation documentation requirements are described in the Aviation Documentation Matrix. The importance of accurate, comprehensive flight and administrative records cannot be overemphasized.

* ***All documentation should be retained locally for at least 3 years.***

A. Typical files should include:

General Use Flight Plans & Documentation
SES Flight Documentation
Special Use Flight Plans
Contract/ARA Administration Files
Individual Aviation Training and Qualification Records
Yearly Aviation Statistical Summaries/Reports
Local Aerial Hazard/Helispot/Airstrip Database
Aviation Incident/Accident Files
Aviation Memo/Bulletin/Alert File
Aviation Forms (OAS, BLM, etc.)
Aircraft Contract files

EXHIBIT I.

AVIATION MANAGEMENT TRAINING & QUALIFICATIONS - Wyoming BLM

POSITION	MINIMUM TRAINING REQUIRED	CURRENCY	REMARKS
Flight Manager	B1, B2 or B3 (Current IAT B-3 equivalents include A-101, 105, 106, 108, and 112.)	Every 3 years	B3 is available with instructor and on IAT online modules
Aircrew Members (Special Use, Group A Sec 4.5)	Helicopter Safety (B1,S-217 or S-270) or Airplane Safety (B2 or S-270) or Helo/Airplane Safety (B3 or S-270)	Every 3 years Every 3 years Every 3 years	Training may be specific to airplane or helicopter as needed. B3 or S-270 will satisfy for both categories of aircraft.
Passenger (General Use, Group B Sec 4.5)	Aircraft Preflight Safety Briefing (B1, B2 or B3 is recommended)	Every Flight	
Passenger (Incidental Special Use, Group C Sec 4.5)	Aircraft Preflight Safety Briefing (B1, B2 or B3 is recommended)	Every Flight	Must have Aircrew member onboard or managing activities
Government Pilots	Aviation Management Seminar (M1) or attendance at DOI-AM "ACE" session PLUS: Accident Prevention Seminar (M7) And DOI Flight crew Workshop (M8)	None None Every 2 years Every 2 years	
Supervisors (Supervise programs engaged in recurring aviation activity)	Aviation Management for Supervisors (M3)	Every 3 years	Aviation Management Seminar (M1) is also recommended
Line Managers (Manage programs utilizing aviation)	Aviation Overview for Managers (M2) or Aviation Management Seminar (M1)	Every 3 years	Accident Prevention Seminar (M7) is also recommended
COR/COTR/PI	Aircraft Contract Administration (M4)	Every 3 years	
Unit/Zone Aviation Managers	Aviation Management Seminar (M1) And Attendance at ACE sessions	Every 3 years	Accident Prevention Seminar (M7) is also recommended
State Aviation Manager	Aviation Management Seminar (M1) And Attendance at ACE session PLUS: Accident Prevention Seminar (M7)	Every 3 years	Senior Level Aviation Management is also recommended
Interagency Aviation Trainer (Basic)	Train The Trainer (M5) and IAT Refresher workshop	None Every 3 years	Aviation Management Seminar (M1) is also recommended
Interagency Aviation Trainer (Supervisory)	Above PLUS: Aviation Management Seminar (M1)	Every 3 years	Accident Prevention Seminar (M7) is also recommended

Refer to OPM 04-04 and BLM National Aviation Plan, Chapter 4, for additional details on training requirements.

EXHIBIT II.**AVIATION TRAINING & QUALIFICATIONS RECORD****Employee Name:** _____ **Office:** _____**Title:** _____ **Date:** _____**AVIATION TRAINING COMPLETED:**

<u>Course (currency in yrs)</u>	<u>Target</u>	<u>Date</u>	<u>Next</u>
B1 Helicopter Safety (3)	Passenger/Aircrew	_____	_____
B2 Airplane Safety (3)	Passenger/Aircrew	_____	_____
B3 Combined Helo/Airplane Safety (3)	Passenger/Aircrew	_____	_____
Flight Manager/Chief of Party (3)	Flight Managers	_____	_____
S1 Helicopter Rappel (1)	Helitack	_____	_____
S2 Helicopter Short Haul (1)	Helitack	_____	_____
S3 Aerial Ignition (1)	Helitack	_____	_____
S5 Water Ditching & Survival	Pilots/Aircrew	_____	_____
S6 S-271 Helitack Training	Helitack/Project Ldrs	_____	_____
S7 RT-372 Helicopter Manager (2)	Helitack/Others	_____	_____
S8 Cargo Let-Down (1)	Helitack	_____	_____
SM3 Longline/Remote Hook (1)	Helitack/Crews	_____	_____
M1 Aviation Mgt Seminar (AMS) (3)	Aviation Mgrs/Others	_____	_____
M2 Aviation Overview Line Mgrs (3)	Line Managers	_____	_____
M3 Aviation Mgt for Supervisors (3)	Supervisors	_____	_____
M4 Aircraft COR/PI Training (3)	COR/PIs	_____	_____
M5 Aviation "Train-the-Trainer"	Aviation Trainers (IAT)	_____	_____
M6 "Train-the-Trainer" Refresher (3)	Aviation Trainers (IAT)	_____	_____
M7 Accident Prevention Seminar (2/3)	Aviation Mgrs/Pilots	_____	_____
M8 DOI Flight Crew Workshop (2)	Government Pilots	_____	_____
Aircraft Dispatcher Training	Dispatchers	_____	_____
S-270 Basic Aviation Ops	Crew/Dispatch/Proj Ldrs	_____	_____
I-371 Helibase Manager	Helitack/Others	_____	_____
I-374 Helicopter Coordinator	HELC/ATGS	_____	_____
I-375 Air Support Group Supervisor	ASGS	_____	_____
I-378 Air Tactical Group Supervisor	ATGS	_____	_____
I-470 Air Operations Branch Director	AOBD	_____	_____
Airspace Management Training	Dispatchers/Aviation Mgrs	_____	_____
Aviation Conf & Educ/Safety (ACE)	Aviation Mgrs/Coord	_____	_____
Senior Level Aviation Mgt (SLAM)	State/Nat Aviation Mgrs	_____	_____
Aerial Retardant Application/Use	ATGS/AOBD/FMO	_____	_____

AVIATION QUALIFICATIONS:

<u>Position*</u>	<u>Fully Qual*</u>	<u>Trainee*</u>
Passenger (Special Use-Airplane)	_____	_____
Passenger (Special Use-Helicopter)	_____	_____
Flight Manager/Chief of Party	_____	_____
Helicopter Crewmember (HECM)	_____	_____
Helicopter Rappeller (HRAP)	_____	_____
Helicopter Rappel Spotter	_____	_____
Longline/Remote Hook	_____	_____
Deck Coordinator (DECK)	_____	_____
Aircraft Dispatcher	_____	_____
Airbase Radio Operator (ABRO)	_____	_____
Helicopter Manager (Project)	_____	_____
Helicopter Manager (HEMG III)	_____	_____
Helicopter Manager (HEMG II)	_____	_____
Helicopter Manager (HEMG I)	_____	_____
Helispot Manager (HESM)	_____	_____
Helibase Manager (HEB1)	_____	_____
Helibase Manager (HEB2)	_____	_____
Fixed Wing Base Mgr. (FWBM)	_____	_____
Single Engine Airtanker Mgr (SEMG)	_____	_____
Mixmaster (MXMS)	_____	_____
Helitorch Manager	_____	_____
Plastic Sphere Dispenser Oper (PLDO)	_____	_____
Air Support Group Supervisor (ASGS)	_____	_____
Helicopter Coordinator (HLCO)	_____	_____
Airtanker Coordinator (ATCO)	_____	_____
Air Tactical Group Supervisor (ATGS)	_____	_____
Interagency Aviation Trainer (IAT)	_____	_____

* Must have completed all prerequisite training, experience, task books, etc., as outlined in NWCG 310-1, Dept/Bureau Manual and Operational Guides. This authorization is supported by individual training and experience documentation on file.

UNIT / ZONE AVIATION MANAGER Signature _____

Date _____

EXHIBIT III.
AVIATION DOCUMENTATION MATRIX - Wyoming BLM

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION/REMARKS
9400-1a Flight Request/Schedule	<ul style="list-style-type: none"> -Initiates all flights -Documents aircraft, pilot and vendor info, itinerary, charge code, passengers and weights, etc. 	<ul style="list-style-type: none"> -Requesting individual initiates form -Supervisor of requestor approves flight with signature -Aviation Mgr or Dispatcher completes form; procures aircraft 	<ul style="list-style-type: none"> -At least 3 days prior to any flight -Aircraft Resource Order may be used for Fire flights 	<ul style="list-style-type: none"> -Copy given to Flight Manager and/or receiving or enroute Dispatch -Retain copy in local file for two years
9400-2 Special Use Safety Plan	<ul style="list-style-type: none"> -Identify aviation hazards for Special Use flights -Perform risk assessment and analysis; pre-plan Special Use flights to mitigate risks -Approve essential passengers 	<ul style="list-style-type: none"> -Local Aviation Mgr or Dispatcher completes -FO Line Manager or State Director approves with signature 	<ul style="list-style-type: none"> -At least 3 days prior to Special Use flight 	<ul style="list-style-type: none"> -Plan reviewed with pilot, passengers and ground crew -Reverse of 9400-1a may be used on simple Special Use flights -Retain copy in local file for 2 years
OAS-110 Travel Cost Analysis	<ul style="list-style-type: none"> -Determine most cost effective mode of transportation for administrative/resource flights -Required for SES flights to satisfy OMB Circular A-126 	<ul style="list-style-type: none"> -Local Aviation Mgr or Dispatcher 	<ul style="list-style-type: none"> -At least 10 days prior to flight -Every SES flight (except "required use" or "mission" flights with SES pax) 	<ul style="list-style-type: none"> -Fax to DOI Solicitor Office for SES flight approval -Retain copy in local file for 2 years
GSA 3641 Senior Federal Travel Report	<ul style="list-style-type: none"> -Report all Senior Federal employee (SES) travel in Government aircraft -Required by OMB A-126 	<ul style="list-style-type: none"> -Local Aviation Mgr or Dispatcher 	<ul style="list-style-type: none"> -Every SES flight -Consolidate and report every 6 months for semi-annual periods: April 1 - Sept 30 Oct 1 - March 31 	<ul style="list-style-type: none"> -Field Office Aviation Mgr submit to State Aviation Manager -SAM consolidates, submits to NAO -Retain copies at local level
		-Local Aviation Manager		

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION/REMARKS
OAS-105 Aviation Training Request	-To request AM Aviation Training Specialists and AM training courses		-As far in advance of proposed training as possible (6 months)	-Fax or mail to regional AM office; coordinate with AM Training Specialist -Retain copy in files
OAS-106 Aviation Course Presentation Record	-Document each Aviation training session presented; date, time, location, instructors and trainees	-Local Aviation Manager or Course Coordinator	-Course completion	-Send to AM if IAT instructed -Retain copy in files
Aviation Training and Qualification Record	-Document individual employee aviation training completed and aviation position qualifications -Used for review/approval and employee development	-Local Aviation Manager	-Update as necessary -End of fiscal year or prior to field season	-Aviation mgr reviews with employee; approves with signature -Must be supported with training and experience records -Submit copies to SAM prior to each field season -Retain copies locally
“SAFECOM” Aviation Incident Report	-Document any aviation hazard, maintenance deficiency, incident or unsafe act -Identify trends, areas of concern, training needs, etc. to management	-Pilots, aircraft managers, passengers, ground personnel, dispatchers, etc. -Anyone who observes aviation hazards, incidents or unsafe practices	-ASAP or within 48 hours of each occurrence	-Local Aviation Managers should follow-up immediately -Submit to AM Safety by fax or electronic -Submit copy to State Aviation Manager -Retain copy locally
Aviation Management Plan	-Provides a reference for BLM employees, aviation managers and other agency personnel -Outlines State and Field Office aviation organization, procedures, accident prevention measures, etc.	-Field Office Aviation Manager prepares for jurisdictional area -State Aviation Manager prepares statewide plan	-Update annually	-Serves as supplement to BLM 9400 manual; should not be more restrictive -Content, length and level of detail will be commensurate with local aviation activity -Keep as reference

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION/REMARKS
Aviation Operational Plans (Helibase Ops/SEAT Ops)	-Outlines facilities, organization, equipment, procedures, radio frequencies, emergency actions, etc. for a specific operation and/or airbase. Provides guidance and information to visiting pilots and aircrews	-Field Office Aviation Manager, Aircraft Manager, Dispatch	-Update annually	-Post at airbases and dispatch -Submit to SAM for review
Incident/Accident Response Plan	-Pre-plan emergency procedures and contacts in the event of aircraft mishap, accident or overdue aircraft	-Field Office Aviation Manager and Dispatch prepare for their area of responsibility	-Update as necessary <u>and</u> annually	-Post in Dispatch, front desk and airbase offices
Aerial Hazard Map	-Visually display aerial hazards for flights or aviation projects -MTRs, MOAs, towers, powerlines, cables, airstrips, heliports, etc.	-Field Office Aviation Manager and Dispatch prepare for their jurisdictional area -Use information from NOAA Sectionals, AP1B, etc.	-Update as needed and annually	-Display in Dispatch and airbase offices -Review with pilots and aircrews prior to flight -Attach "site specific" aerial hazard maps to Special Use Plans
Airbase & Hazard Database	-Document location and info database on the following: Airports, airstrips Heliports, helispots Dipsites Refueling sites Aerial Hazards Etc. -In digitized form may be used with GIS to generate hazard maps, etc.	-Developed at Field Office level by Aviation Manager, Dispatchers, Aircraft Managers for their jurisdictional area -State Aviation Manager to consolidate into statewide database	-Update continuously and annually	-Locations of all full-time and temporary operational sites by Lat/Long coordinates -Info on each site: Size, layout, access Elevation Capabilities & limitations Local Hazards Ownership, facilities, etc.
Aviation Statistical Report	-Provide management with operational and cost summary of aviation activity -Categorize activity by: Subactivity	-Field Office Aviation Manager and Dispatch prepare for jurisdictional area -State Aviation Manager prepares State Office report and consolidates	-Prepare at end of fiscal year for period: Oct 1 - Sept 30 -FO submit to	-Should include Incident/Accident Summary, Aviation Training Summary and other aviation accomplishments in the FY -SAM compiles statewide report

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION/REMARKS
	Contract/ARA/Cooperator Rotor vs. Fixed Wing	with FO reports to compile statewide summary	SAM by mid-Nov	-Retain in historical files
OAS-20 Request for Rental Services	-To request a specific vendor/aircraft to be secured and approved on an AM Aircraft Rental Agreement (ARA). For recurring needs where cost of each use will be less than \$25K	-Local Aviation Manager identifies a bona fide need. Completes form; sends to State Aviation Manager -SAM reviews; sends to NAO	-When a need is identified and local vendor is available but not secured by current ARA	-National Aviation Office reviews; if approved, sends to AM for action -AM inspection/carding may take weeks -Retain copies in local files
OAS-13 Request for Contract Services	-Initiates exclusive use or on-call contracting process when aircraft are needed for a specific period and cost is expected to exceed \$25K. Identifies number of days, designated base, estimated cost, etc. Verifies funding.	-State Aviation Manager prepares with requestor input -AM uses to develop contract specifications and solicitation	-Submit at least 6 months prior to time services are needed	-SAM submits to NAO; NAO submits to AM -Must be accompanied by OAS-13A or 13H
OAS-13A & OAS-13H Request for Contract Services Supplement (Airplane or Helicopter)	-Supplements the OAS-13. Describes aircraft requirements, specifications, equipment and services needed -AM utilizes to prepare contract specifications and solicitation	-Completed by local Aviation Manager -Reviewed by State Aviation Manager	-Submit at least 6 months prior to time services are needed	-Field Office prepares and submits to State Aviation Manager. SAM reviews and sends to NAO/AM -Retain copies in local files
Contract Daily Diary	-Document daily activities and facts concerning contracted aircraft: Vendor & agency personnel assigned Flight activities & equipment use Maintenance or non-compliance Significant events	-Contract Project Inspectors (PI)/Aircraft Managers	-Complete daily during contract period -Submit copies to SAM/COR every 2 weeks	-May be used if contract disputes or litigation occurs -May be used for ARA or on-call aircraft for duration of project -Retain copies in local contract files

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION/REMARKS
OAS-23 Aircraft Use Report	<ul style="list-style-type: none"> -Serves as flight invoice; documents aircraft use, pay items, charge codes and authorization -Used for ARA, CWN, Contract and some cooperator flights -Aircraft vendors are paid from this form 	<ul style="list-style-type: none"> -Pilots, Flight Managers and/or Aircraft Managers complete this form together -Reviewed and signed by local Aviation Manager -AM reviews and processes; makes payment to vendors 	<ul style="list-style-type: none"> -Complete daily -Submit at time of release or every 2 weeks for ARA and CWN -Submit every 2 weeks for Exclusive Use Contract 	<ul style="list-style-type: none"> -Blue copy to pilot/vendor -Yellow copy retained at local office -White copy (original) sent to AM
Daily Cost/Use Summary	<ul style="list-style-type: none"> -Summarizes cost and use statistics for a specific aircraft for one operational period (day). Used by Incident or local management or users to track costs and analyze use. -Also used to compile final Incident, Project or contract period statistical summaries 	<ul style="list-style-type: none"> -Aircraft Managers/Project Inspectors 	<ul style="list-style-type: none"> -Complete daily 	<ul style="list-style-type: none"> -Aircraft Managers/PI submit to Incident Airbase Mgr/Air Ops personnel or to local FMO. -Retain copies in local contract, project or flight files
OAS-72 Evaluation Report on Contract Performance	<ul style="list-style-type: none"> -Comprehensive evaluation of contractor personnel, aircraft and equipment for the exclusive use period -Evaluation should be supported by Daily Diaries, OAS-23s and other documentation -May be used in awarding future contracts 	<ul style="list-style-type: none"> -Aircraft Managers, Project Inspectors (PI) at the field level; State Aviation Manager (COR) provides input 	<ul style="list-style-type: none"> -At the end of each exclusive use period (yearly) 	<ul style="list-style-type: none"> -PI sends evaluation to State Aviation Manager (COR); COR submits to Contracting Officer (CO; OAS) -Retain copies in local contract files

Job Risk Analysis			
Is there an alternative method that would accomplish the mission more safely?	Yes	No	NA
Is everything approved with clear instructions?	Yes	No	NA
Are communications and flight following established?	Yes	No	NA
Can terrain, altitude, temperature or weather that could have an adverse effect be mitigated?	Yes	No	NA
Will the mission be conducted at low levels? (Below 500' AGL)	Yes	No	NA
Can the same objective be achieved by flying above 500' AGL?	Yes	No	NA
Are all aerial hazards identified and known to all participants?	Yes	No	NA
Have mitigating measures been taken to avoid conflicts with military or civilian aircraft	Yes	No	NA
Have adequate landing areas been identified and or improved to minimum standards	Yes	No	NA
Are all agency personnel qualified for the mission?	Yes	No	NA
Is the pilot carded and experienced for the mission to be conducted?	Yes	No	NA
Are pilot flight and duty times compromised?	Yes	No	NA
Is there enough agency personnel to accomplish the mission safely?	Yes	No	NA
Will adequate briefings be conducted prior to flight?	Yes	No	NA
Are all involved aware that the pilot has the final authority, but if any passenger feels uncomfortable, that they can decline the flight without fear of reprisal?	Yes	No	NA
Is the aircraft capable of performing the mission with a margin of safety	Yes	No	NA
Is the aircraft properly carded?	Yes	No	NA
Do all personnel have the required PPE	Yes	No	NA
Job Hazard Analysis			
Issue	Mitigating Measure		
MTR's and MOA's	Check routes in advance. Practice risk management		
Private aircraft	See and avoid		
Airport traffic	Stay in radio contact		
Weather	Use weather advisory. Maintain VFR minimums		
Terrain	Do not place the aircraft in performance related situations		
Low level obstacles	Complete a high level recon, no unnecessary low level flight		
Unimproved landings	Recon LZ. Download on first load		
Doors off heli operations	Use harness. Remove loose items form cabin		
Pilot not familiar with area	Supply hazard maps. Complete high level recon prior to low level work		
Noise, rotor wash	Wear ear and eye protection		
Internal and external loads	Have trained personnel assigned to the mission		
Unplanned aircraft events	All personnel equipped with PPE and trained in crash procedures		
Hazardous materials	Trained personnel will handle		
Non aviation personnel	Maintain control, provide through briefings		
Communications	Establish options		
Overload conditions /CG issues	Complete accurate load calculations		
Justification statement for low level flights			

PROJECT AVIATION PLAN ASSESSMENT

1. PROJECT NAME:
2. PROJECT OBJECTIVE:
3. PROJECT CONTACT (name):
4. PROJECT LOCATION:
5. PROJECT DATE:
6. MANAGEMENT CODE:
7. PARTICIPANTS:
8. KNOWN HAZARDS IN AREA (Ground/Air):
9. ARE LOW LEVEL OPERATIONS REQUIRED? (Below 500 feet):

Please provide the above information for your proposed mission/project. The Aviation Officer will review the proposal. The review will determine the need for a Project Plan, identify the right aircraft for the mission, and provide for Risk Assessment concerns.

EXHIBIT V